

City of Lansing E Poll Book Training



Nov. 8 2016

Presidential General Election

Welcome



- **Introductions**

- How many are first time at E Poll Book?
- How many are experienced workers but first time at E Poll Book?

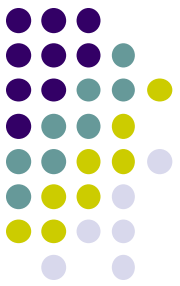
- **Classroom Rules**

- Turn phone to vibrate
- Encourage to ask questions
- Safe environment to ask questions
- Leave no one behind
- Requires participation
- Sign in and Sign out

Overview of Full Training



- Resources for You
- What makes this Election Special
- Roles on a Precinct Team with Dual
 - When Team has 10 + People
- Opening Procedures
- Processing Voters
- Closing Procedures
- Volunteer Opportunities
- Scheduling Workers – what we need to know
 - 2017 Election Calendar



Election Training Resources

Election Worker Classes

[Home](#) › [Government](#) › [City Clerk](#) › [Elections](#) › [Inspector Training](#) › [Election Training Resources](#)

Election Training Resources

Jobs Cards - Brief Description Of The Roles Of Precinct Team

- [Application Inspector Job Card - October 21, 2015 \(PDF\)](#)
- [Ballot Inspector Job Card - October 21, 2015 \(PDF\)](#)
- [E-Poll Book Inspector Job Card - October 21, 2015 \(PDF\)](#)
- [Greeter Inspector Job Card - October 21, 2015 \(PDF\)](#)
- [Presidential Primary Job Card - February 16, 2016 \(PDF\)](#)
- [Tabulator Inspector Job Card - October 21, 2015 \(PDF\)](#)

Full Inspector Training Resources

- [Chairperson Check of Operations - February 16, 2016 \(PDF\)](#)
- [Inspector Training Presentation - March 1, 2016 \(PDF\)](#)

E-Poll Book Training Resources

- [E-Poll Book Operations Manual \(PDF\)](#)
- [E-Poll Book Training Presentation - October 21, 2015 \(PDF\)](#)

Receiving Board

- [Receiving Board Reference Guide - July 9, 2015 \(PDF\)](#)

Absentee Counting Board - Tally Of Absentee Votes On Election Day

- [Absentee Counting Board Training Manual - February 16, 2016 \(PDF\)](#)

Contact Us

City Clerk's Office

city.clerk@lansingmi.gov

Physical Address

124 W Michigan Avenue
9th Floor of City Hall
Lansing, MI 48933

Phone: 517-483-4131

Fax: 517-377-0068

Hours

Monday - Friday
8 a.m. - 5 p.m.

Voter Services Unit

Phone: 517-483-4133

[Directory](#)

Find us on 

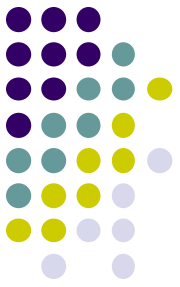
Payment Information



- No later than 3 weeks after Election Day
- If make more than \$600 a year, receive 1099 tax form from the City of Lansing
- Assignments are based on:
 - Availability
 - Past Performance
 - Precinct Need
 - Responding prior to deadline



What will turnout be like for the Presidential Election?



- Projections
 - 400 – 1,400 people to vote at precinct
- Historic turnout range from 40% to 60%
- Higher Absentee ballots as more voters get older



What will turnout be like for the Presidential Election?



- **Straight Ticket:** Vote the party of your choice. Nothing further need be done in the partisan section.
- **Split Ticket:** You may vote a straight ticket AND vote for individual candidates of your choice.
- **Mixed Ticket:** Vote for the individual candidates of your choice in each office.



Election Specific Deadlines

November 8, 2016



- Close of Registration was October 11, 2016 (30 days)
- Voters who **moved out** of City before Sept 9, 2016 (60 days) are no longer eligible to vote here

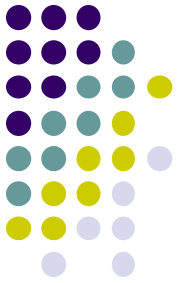
Redistricting in Dec 2015



How are voters informed?

- All impacted voters received new voter registration cards.
- Before making changes, Clerk held 6 Public Hearings and sent postcards
- Signs will be posted at closed precincts.
- Information sent to neighborhood groups

7 Roles of a Precinct Team



Type of Inspectors	
Greeter	
Application	
E Poll Book	
Ballot	
Tabulator	
Chair / Co Chair	
Super or Regional Chair	



7 Roles of a Precinct Team

Greeter – can be more than 1 person

At the entrance to the precinct,

- Briefly greet and welcome each voter
- Look for people who look “lost,” and ask if they have questions

Resources:

- Greeter Laptop (E Poll Book Search), **Multi-Precinct Only**
- Precinct Map
- Street Guide (Greeter Folder)
- Voter List (Black Box)
- Calling City Clerk Office with Greeter or Chair cell phone

Provide instructions to voters on:

- Sample Ballot
- How to mark ballot
- If you have any questions or issues that you are unsure how to resolve, please alert chair or co-chair immediately
- Direct voters to Application Inspector



7 Roles of a Precinct Team




Application Inspector

Application to Vote - Poll List

Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

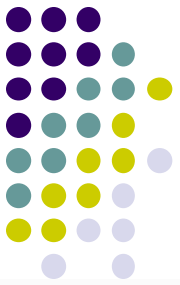
Date of Election _____ Precinct _____

PRINT NAME: _____	ELECTION INSPECTOR COMPLETES
DATE OF BIRTH: _____	<input type="checkbox"/> AFFIDAVIT ON REVERSE COMPLETED
RESIDENCE ADDRESS: _____ _____	ELEC. INSP. INITIAL
I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.	BALLOT STYLE
	BALLOT NO.
	VOTER NO.

SIGN HERE  _____
SIGNATURE OF VOTER

Revised Form 44-001 © 1999 743-6917 www.electionand.com

7 Roles of a Precinct Team



E Poll Book Inspector

- Check ID for Identity Only and return
- Try to Keep hands on keyboard.
- Works closely with the Ballot inspector to double check with every voter
- Ballot



7 Roles of a Precinct Team

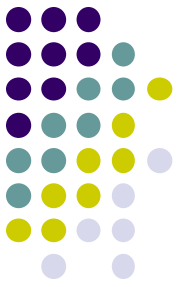


Ballot Inspector

- Initial and write ballot # on Application to Vote
- Direct voter to booth and to tabulator inspector
- Accept spoiled ballots



7 Roles of a Precinct Team



Tabulator Inspector

- Check ballot # & tear off tab
- Advise voter on how to feed ballot
- Stay 10ft away, but monitor the machine
- If error, review script on top of screen



7 Roles of a Precinct Team



- Chairperson
 - On site supervisor
 - Chair and Co-chair
 - Have very long day & Night
 - Sign off that election is valid
 - Determine break schedule



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7 Roles of a Precinct Team

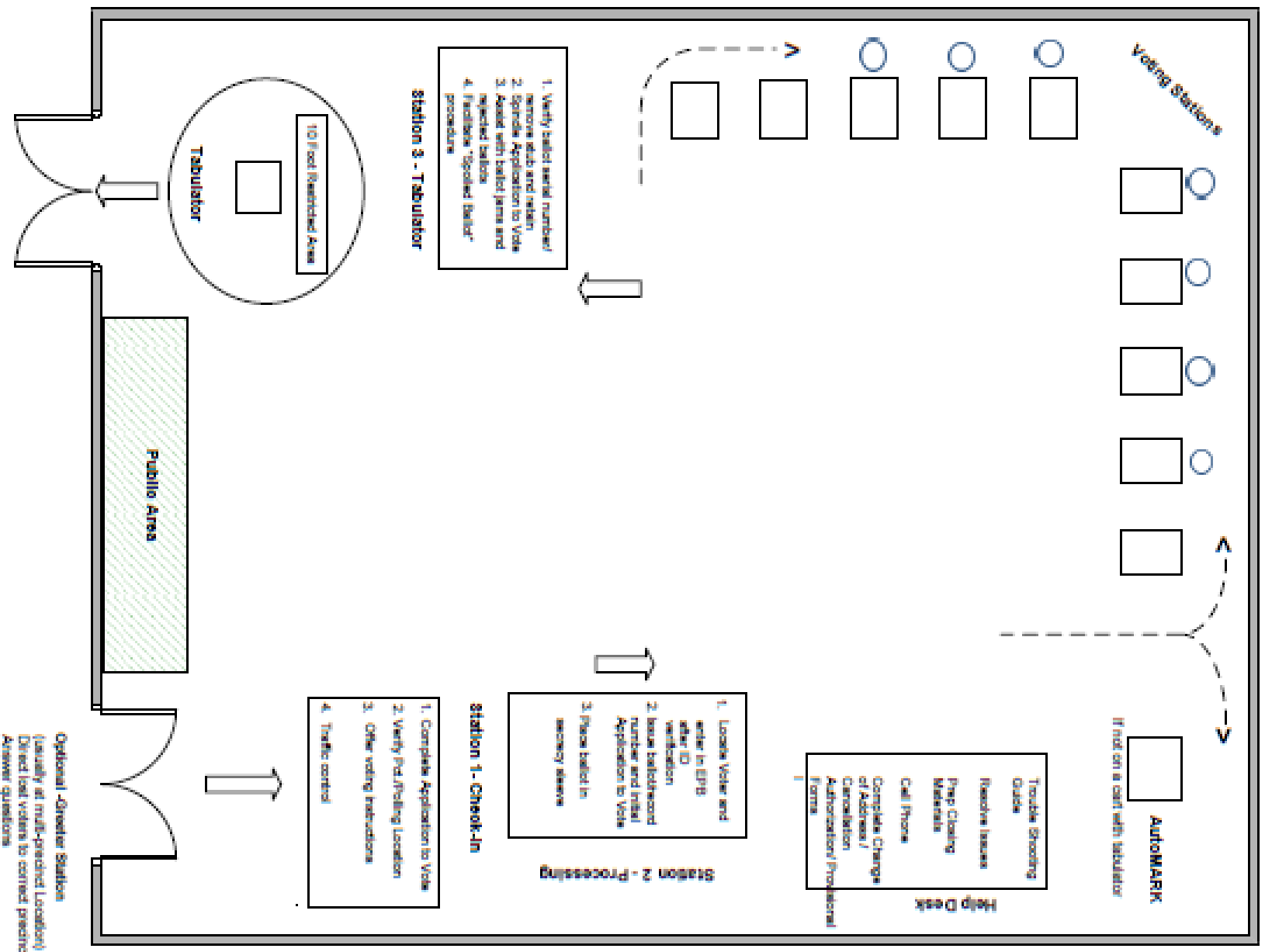
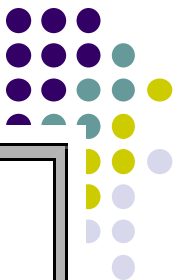


Regional or Super Chairperson
Provide to 3 – 4 precincts for the next 2
Elections

1. **Material Support**
2. **Instructional Support**
3. **Assist Voters**



7 Roles of a Precinct Team



Examples of Tasks for Extra Inspectors



Greeter #2 –

Looking Up lost voter

Working the line

Asking for ID to be out,

Handing out sample ballots

Ballot Inspector #2 –

Hourly Count Specialist

Handle Spoiled Ballots,

Ballots sticking together

Application Inspector Vote #2-

Make Sure Application is complete

Collecting & Check Sample Ballots

DO NOT CHECK ID

Tabulator Inspectors #2 or #3

Floor management – checking booths

Checking number & remove stub,

Coaching on feeding ballots

Organizing the applications to vote

Exit Duty – I voted stickers, no ballots leave,
traffic flow officer

Co-Chair or Super Chair can fill in any role trained for .



Before the Polls Open

Checklist of Operations

- Review Page 2 - 8
 - E Poll Book
 - AutoMARK
 - Tabulator
 - General
- 7am –Chair announces “Polls are open”

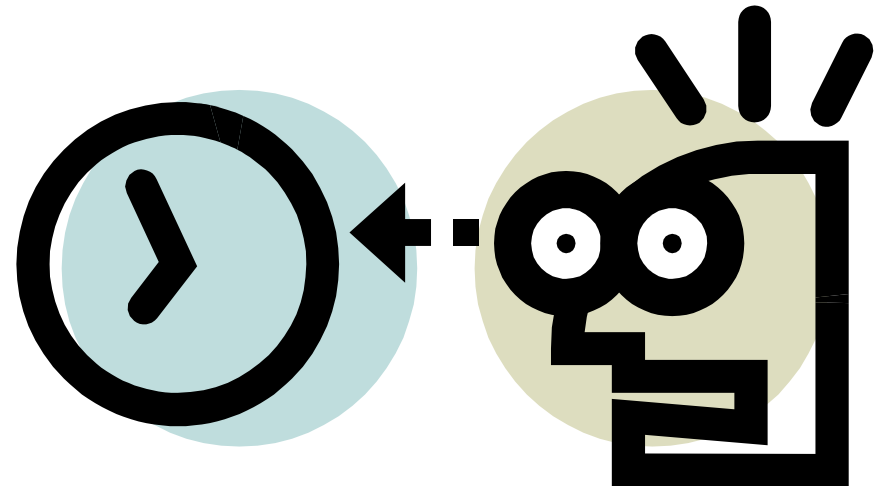




During the Day

Hourly Check (pg. 9)

1. Check Voting Booths
2. Update Voter Log
3. Rotate Roles when possible
4. Complete Ballot Balance Check



Ballot Balance Check*



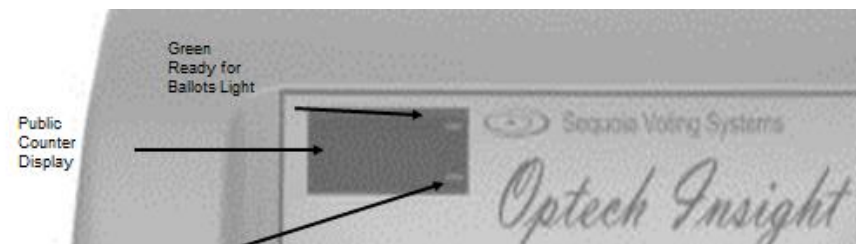
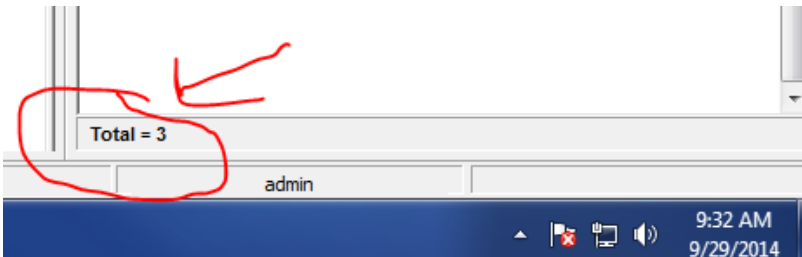
**E Poll Book
Total Count**



People Voting



**Tabulator
Display**



*** Complete this Check immediately
whenever there is a Ballot Jam**



Closing Time pg. 14 - 32

- Polls do NOT close until everyone in line at 8pm has voted
- Everyone leaves together when dismissed by chairperson
- [How to seal bag video](#)

Closing Time E Poll Book – page 15



- E Poll Book Summary Report

J. Number of UNUSED BALLOTS:

Style	Starting No.	Ending No.	Count	Delete
	00000017	00000200	184	

Total = 184

K. Total of Lines D, E, F, G, H, I and J

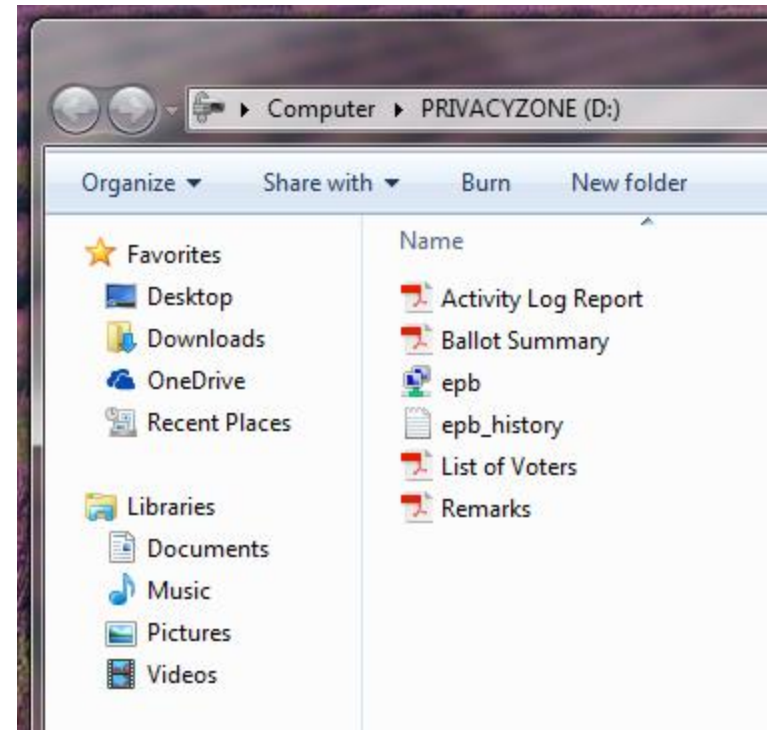
L. Difference

200

202

0

- 6 Icons in Privacy Zone



Closing Procedure

pg. 14 - 32



Common Issues

- Tabulator -
- Payroll
- Ballot Bag Seals
- Items in the wrong location

Solutions

- Must see results on tape
- Make sure everyone's time is recorded properly. Have them double check
- Step by Step Picture in Troubleshooting Guide
- Review Check of Operations

Trouble Shooting Guide



Table of Contents

- Facilities
- Emergency
- Voters
- Guest
- End of Day
- Equipment
- Workers

Located

- Binder will be located in Black Box



Equipment Challenges



TROUBLESHOOTING
You are doing it wrong.

Challenges

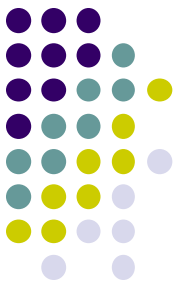
Assisting Voters Cast Ballots

- Voter remarks made in E Poll book whenever a voter receives assistance
- Law - two inspectors of different political parties must assist the voter
- a voter who is blind, disabled or unable to read or write may designate a person to assist him or her, but that person may not be their employer or a representative of their union

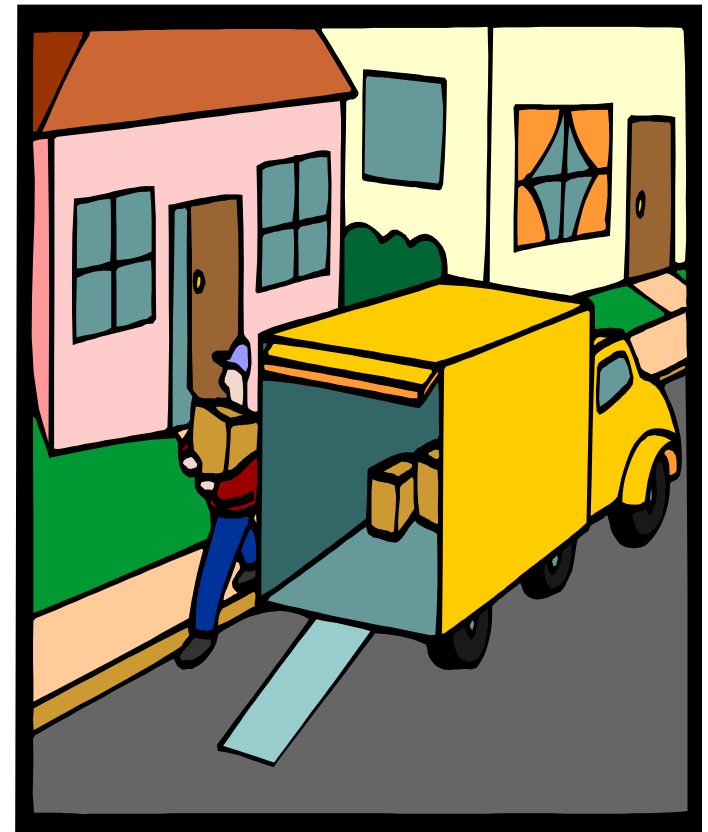


Challenges

Voters Who Have Moved



- Move made within the City of Lansing ...
 - Still Can Vote- No deadline
 - Have the voter complete an **Election Day Change of Address Notice**
 - Put the Change of Address Notice in the **Local Clerk Envelope**



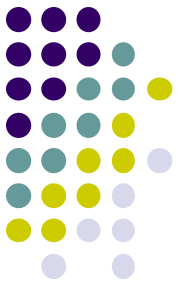
Challenges

Voters Who Have Moved

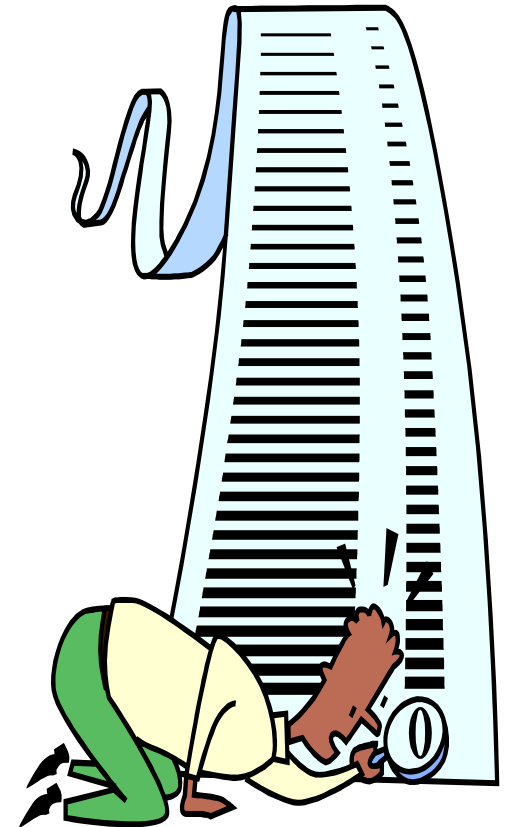


- Voter moved outside the City of Lansing
 - If the move was made less than **(60 days)** and
 - the voter has not reregistered in their new location
 - have the voter complete a Cancellation Authorization and let them vote “one last time”
 - Place any Cancellation Authorizations in **the Local Clerk envelope**
- If voter moved out of Lansing before _____ **(60 days)**, they do not have the right to vote here.

Missing Registration



- When a voter's name does not appear on the QVF precinct list take the following actions:
 - Confirm that the voter is in the correct precinct
 - **Check “Other” tab on E Poll Book**
 - Check for hyphenated names, prefix/suffix, name change, etc.
 - Ask to see a Voter ID card or valid voter registration receipt
 - Contact the Clerk's Office at 483-4133



Challenges -Guest Campaigning near Polls

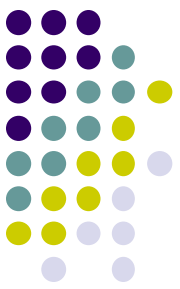


- Campaigning must be at least 100 feet from any entrance to the building being used by voters
- Inspectors should ask voters to remove campaign buttons, and conceal literature or clothing bearing campaign information



Challenges -Guests

Challengers



[Video \(challengers\)](#)

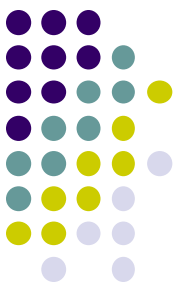
Challengers are appointed by political parties and interest groups

Challengers must ...

- possess and display to the chairperson or inspector upon entering the precinct, a “challenger card” issued by the party or organization they represent
- conduct themselves in an orderly manner and **may not touch** any election materials or equipment
- be registered to vote within the state

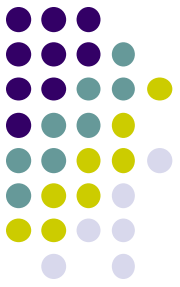
Challenges -Guests

Challengers



- challengers may...
 - observe the processing of voters and ballots in precincts and absent voter counting boards from within the voting area
 - Visually examine all equipment, forms and records
- challenge a voter's qualifications to vote
- challenge the actions of election inspectors
- serve in more than one precinct (no more than two per precinct and one at an AV counting board)

Poll Watchers



- Anyone can be a Poll Watcher
- Poll Watchers do **not** have the right to:
 - challenge a person's voting rights or the actions of inspectors
 - enter the voting area or examine the equipment, forms and records without the permission of the precinct chair





If Ballots Don't Balance at End of the Night –

What to do if the Ballot Summary Report Line J does not balance as expected, then:

Put the Whole Team to Work!

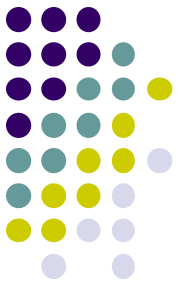
Tabulator Check - 2 people

Applications to Vote – 2 people

E Poll Book – 1 or 2 People



If Ballots Don't Balance



What to do if the Ballot Summary Report Line J does not balance as expected and the Chair and Co-Chair do not know why*, then:

#1 Tabulator Check

Check all 3 bins of the tabulator again to collect all ballots

- Count all tabulated ballots by hand in groups of 25
- If the total number of ballots does **NOT** equal tabulator count, then tabulator needs to be reset and the ballots need to be re-fed.
- **Then, notify Superchair and Clerk's Office immediately to request tabulator reset.**

If Ballots Don't Balance Step 2



#2 Applications to Vote Check

- In order by voter number, stack applications to vote in groups of 25
 - If the Applications to Vote count does NOT equal tabulator count or the E poll book count, then review *E Poll Book List of Voters Report* to look for skipped ballot numbers

Note:

Please “make a remark” in E Poll Book of any or all of these procedures were completed.

Once all of these and all other closing steps are completed, then the precinct team can be dismissed.

End of the Night Procedures

If Ballots Don't Balance – Step 2



If the Ballot Summary Report Line J does not balance as expected and the Chair and Co-Chair do not know why*, then:

3 E Poll Book Check

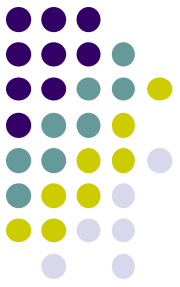
1) Review E Poll Book End of Day Guide

Make sure all lines of the Ballot Summary are completed, especially Line A which should not have been altered without Clerk's Office approval

Note: using the Tab key will move the cursor through all of the required fields starting at Line D

2) Review *E Poll Book List of Voters Report* to look for skipped ballot numbers

Volunteer Opportunities



- #BeReady2Vote
 - Voter Registration Drive Specialist
 - Children Presentations – Mock Election
 - Sparty vs Big Lug
- Office Volunteers
 - City Hall – filing, prep mailing
 - SWOC – election prep/takedown





Elections in 2017

- Save the Date – Upcoming Elections
 - May 2, 2017: Tentative Special Election
 - August 8, 2017: Tentative Primary City Election
 - November 7, 2017: General City Election



CONCLUSION

**Thank you for your
continued dedication and
excellence in the conduct of
City of Lansing Elections.**

**Remember to make each
voter's experience a positive
one, and have fun on
Election Day!**